

State of Nevada Announces Recruitment For...

LEGAL SECRETARY II - 02.153

APPROXIMATE ANNUAL SALARY - \$35,475.12 to \$51,865.92 PAY GRADE:

29

*A Permanent, full time vacancy

*Department: Attorney General

*Division: Attorney General

*Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

*Open to all qualified persons.

*Applications accepted for another 14 Days 1 Hrs 41 Mins

ANNOUNCEMENT NUMBER 24685

*Posted 04/10/15

*Direct inquiries to:

KRISTINA BARRETTE

(775)684-1121

or email kbarrette@ag.nv.gov

The Position

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings officers.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

This Legal Secretary II position currently supports Deputy Attorneys General assigned to the Bureau of Criminal Justice/Fraud Unit. The deputies prosecute defendants that have been charged with criminal activity. The secretary assigned to this position must have a level of expertise to handle the high volume of cases assigned in this division, familiar with discovery procedures, knowledge of various courts rules and procedures, and administrative procedures.

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/

To Qualify

Education and Experience

1) Graduation from high school or equivalent education and three years of clerical experience, two of which were performing progressively responsible legal secretarial work in a training capacity; OR one year of experience as a Legal Secretary I in Nevada State service; OR an equivalent combination of education and experience.

Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

2) A pre-employment criminal history check and fingerprinting are required.

Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

LEGAL SECRETARY II (02.153) Written Exam

The exam will consist of a written weighted 100%.

Qualified applicants will be contacted by the hiring agency for interview.

The following are the number of questions and the category:

16 - Reading Comprehension

28 - Office Operations and Standard Practices

26 - English, Grammar and Spelling

15 - Customer Service

20 - Legal Procedures and Terminology

Direct inquiries or correspondence to:

Division of Human Resource Management

Northern Nevada

209 East Musser Street,

Room 101

Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management

Southern Nevada

555 East Washington Avenue,

Suite 1400

Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868